



**CITY OF PORT WASHINGTON, OZAUKEE COUNTY, WI  
COMMON COUNCIL MEETING  
TUESDAY, AUGUST 15, 2023 AT 6:30 P.M.**  
Port Washington City Hall, 100 W. Grand Avenue, Port Washington, WI 53074

**MINUTES**

1. **ROLL CALL-** Mayor Ted Neitzke convened the meeting on the Common Council to order at 6:33 p.m. Members present were Alderpersons Deborah Postl, Paul Neumyer, Mike Gasper, Dan Benning, Jonathan Pleitner, Patrick Tearney, and John Sigwart. Also present were City Administrator Anthony Brown, City Clerk Susan Westerbeke, City Attorney Eric Eberhardt, ACA/HR Director Emily Blakeslee, Public Works Director Rob Vanden Noven, and City Planner Bob Harris.
2. **PLEDGE OF ALLEGIANCE TO THE FLAG-** The Pledge of Allegiance was recited.
3. **CONSENT AGENDA**
  - A. **Approve Minutes of Previous Meeting**
  - B. **Accept Monthly Invoice Report**
  - C. **Quarterly Financial Report**MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion carried unanimously.
4. **MAYOR'S BUSINESS**
  - A. **Mayor's Updates-** The Mayor mentioned three volunteer opportunities: the Harbor Commission is seeking an additional member, the 4<sup>th</sup> of July Parade is seeking a group to organize the event, and a volunteer group is needed to work on the sculptures adjacent to Port Yamaha located on W. Grand Avenue. Gratitude was extended to the Paint on Port Volunteers. Family Promise is holding fundraising event at Beanies.
5. **OFFICERS/STAFF REPORT-** Reports were distributed in writing.
6. **PUBLIC COMMENTS/APPEARANCES-** Barret Genson provided comments related to city facilities and projects.
7. **FROM STANDING COUNCIL COMMITTEES**
  - A. **GENERAL GOVERNMENT AND FINANCE COMMITTEE**
    1. **Resolution 2023-10: Amending the 2023 Schedule of Application, License, Permit and Other Fees, Costs, Taxes and Charges to Include Non-Emergency Lift Assist Fees for the City of Port Washington.-** The City Administrator reviewed the graduated fee schedule, which is patterned after false alarm fees. The fees apply to skilled nursing care and assisted living facilities. Deputy Fire Chief/EMS Service Director Joe DeBoer was present to answer question, including how non-emergency lift assist is determined. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE RESOLUTION 2023-10 AS PRESENTED. Motion carried unanimously.
    2. **Consideration and Possible Action on Original Class A Cider License and Class A Beer License for Dream Apple Farm LLC d/b/a DreamPort Harvest Market (223 N. Franklin Street, Edward Callahan-Agent)-** The City Clerk the application and agent Edward Callahan who intends to store and sell Cider at DreamPort Harvest Market. The law requires a "Class A" Cider license holder to hold a "Class A" Beer license as well. These licenses were recommended for approval by the General Government and Finance Committee. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. POSTL TO APPROVE THE LICENSES AS PRESENTED. Motion carried unanimously.
    3. **Consideration and Possible Action for a One-Day Alcohol Premise Extension for Sir James Pub (316 N. Franklin Street for the Ladies Night Out Event)-** The City Clerk reviewed the One-Day Alcohol Premise Extension request for Sir James Pub on August 17, 2023, during the Port Main Street Event. This premise extension will allow beer and wine to be purchased and consumed in the designated area in plastic cups between 3:30 p.m. and 10:00 p.m. This was recommended for

approval by the General Government and Finance Committee. MOTION MADE BY ALD. BENNING, SECONDED BY ALD. POSTL TO APPROVE THE ONE-DAY PREMISE EXTENSION AS PRESENTED. Motion carried unanimously.

**4. Consideration and Possible Action on One-Day Alcohol Premise Extensions for Establishments Participating in the Port Main Street Fall Street Festival Event)-** The City Clerk discussed the One-Day Alcohol Premise Extension to allow 11 downtown establishments with annual alcohol licenses to participate in the Port Main Street Fall Street Festival event during designated hours. Patrons may only purchase, carry out, and consume beer or wine products in plastic cups during the festival hours in the designated event grounds. The establishments include Bernie's, Fork & Tap, Schooner Pub, Singing Salmon, Sir James Pub, The Steerage, Twisted Willow, John's Pizzeria, Vines to Cellar, Moonlight Tavern, and Pier 6. This was recommended for approval by the General Government and Finance Committee. MOTION MADE BY ALD. POSTL, SECONDED BY ALD. BENNING TO APPROVE THE ONE-DAY PREMISE EXTENSION FOR BERNIE'S, FORK & TAP, SCHOONER PUB, SINGING SALMON, SIR JAMES PUB, THE STEERAGE, TWISTED WILLOW, JOHN'S PIZZERIA, VINES TO CELLAR, MOONLIGHT TAVERN, AND PIER 6 AS PRESENTED. Motion carried unanimously.

**5. Consideration and Possible Action on a Contract for Assessment Services with Associated Appraisal Consultants, Inc. for Assessment Years 2024 through 2028)-** The City Administrator discussed the contract, the related assessment services, and reviewed the contract process. After consideration of other companies, Associated Appraisal Consultants, Inc. is being recommended to provide annual maintenance. The full five-year contract is \$325,000, with 2025 and 2028 likely becoming revaluation years, and includes an optional Interim Market Update at three-year intervals. This was recommended for approval by General Government and Finance Committee. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. GASPER TO APPROVE A FIVE-YEAR AGREEMENT WITH ASSOCIATED APPRAISAL CONSULTANTS, INC. TO PERFORM ASSESSMENT SERVICES FOR THE ASSESSMENT YEARS 2024 THROUGH 2028 AS PRESENTED. Motion carried unanimously.

**6. Consideration and Possible Action on Appointment of City Assessor-** The City Administrator reviewed the appointment of the City Assessor. MOTION MADE BY ALD. PLEITNER, SECONDED BY ALD. BENNING TO APPROVE THE APPOINTMENT OF ASSOCIATED APPRAISAL CONSULTANTS, INC. AS CITY ASSESSOR AS PRESENTED. Motion carried unanimously.

**7. Consideration and Possible Action on the Port Washington Fire Department Organizational Structure-** This item will appear on the next Common Council meeting agenda.

**8. 2024 Budget Philosophy-** This item will appear on the next Common Council meeting agenda.

## **8. FROM CITY BOARDS/COMMISSIONS**

### **A. PLAN COMMISSION**

- 1. Public Hearing to Consider a Conditional Use Grant Request by Eidenberger Investments LLC for a proposed Warehouse Building in the B-3 General Business District At 123 N. Park Street-** The Mayor opened the public hearing. There being no comments for or against, the Mayor closed the hearing.
- 2. Consideration and Possible Action on a Conditional Use Grant Request by Eidenberger Investments LLC for a proposed Warehouse Building in the B-3 General Business District At 123 N. Park Street-** The City Planner reviewed the purpose of a new warehouse building for Port Yamaha and the related Conditional Use Grant and Land Covenant. MOTION MADE BY ALD. NEUMYER, SECONDED BY ALD. TEARNEY TO ACCEPT THE CONDITIONAL USE GRANT AND LAND COVENANT AS PRESENTED. Motion carried unanimously.

### **9. UNFINISHED BUSINESS-** None.

## **10. NEW BUSINESS**

- A. Presentation by Bray Architects on Design Services for Public Safety Complex-** The City Administrator reviewed the process and working group that was convened to make recommendations for what a future facility would need. Several firms submitted plans and Bray Architects is

recommended as the architectural firm. Matt Wilfort from Bray Architects was present to review their services and partnering consultants. Projects processes and timeline were introduced.

**B. Financial Management Presentation-** Finance Director/City Treasurer Mark Emanuelson was present to review the 2024 to 2028 Five-Year Fiscal Plan with the Council.

**11. PUBLIC COMMENTS/APPEARANCES-** None

**12. ADJOURNMENT-**MOTION MADE BY ALD. POSTL, SECONDED BY ALD. NEUMYER TO ADJOURN THE MEETING AT 7:46 p.m. Motion carried unanimously.

Respectfully submitted,  
Susan L. Westerbeke  
City Clerk